

## **3173 - ELEVATOR INSPECTOR**

### **NATURE OF WORK**

Responsible, technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Services Department. Work involves reviewing construction plans and specifications and inspecting elevators, escalators, and other mechanical or hand conveying devices. Work involves field and office duties.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Conducts technical field inspections of conveying devices, and related equipment and building features, during various phases of construction, installation, and operation.

Detects and investigates reported and unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans.

Reviews installation plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good building and construction practices and recommends approval or rejection.

Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms; enters issued permits into computer data base.

Determines acceptability of qualifications of contractors engaged in work relating to conveying devices.

Testifies in court and before related boards, obtains documentation, and prepares testimony.

Prepares and maintains reports, records, and correspondence concerning enforcement and inspection activities.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of national, state, and local laws, codes, ordinances, and regulations regarding installation, maintenance, and operation of elevators, escalators, and other mechanical or hand conveying devices.

Considerable knowledge of effective practices concerning conveying devices. Some general knowledge of building design and construction. Some general knowledge of good construction practices.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformity with established standards.

Ability to read, understand, explain, and apply regulations. Ability to make technical inspections and render valid decisions. Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public. Ability to communicate effectively both verbally and in writing.

**Ability to make arithmetic and statistical computations with speed and accuracy.**  
**Ability to use appropriate computer software in analysis, calculations, and record keeping.**  
**Ability to testify effectively in court and before related boards.**  
**Ability to research data and originate legal documents and other instruments of law.**  
**Ability to prepare clear and concise records, reports, correspondence, and other documentation.**  
**Ability to complete forms legibly and accurately.**

## **MINIMUM REQUIREMENTS**

Have one (1) year full-time paid experience as a certified Elevator Inspector or two (2) years experience installing and repairing elevators.  
Elevator Certificate of Competency issued by the State of Florida.  
Attain, within 60 days of appointment, and maintain Dade and Broward County Board of Rules and Appeals Certification. Driver's license.

## **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.**

## **SUPERVISION RECEIVED**

**General and specific assignments are received. Work is performed with considerable latitude for the use of independent judgment. Work is reviewed on a frequent basis and evaluated through verbal and written reports.**

## **SUPERVISION EXERCISED**

**None.**

**rev. 12/95(minimum req.)**